

Online Results Entry via Medici Grade Roster Web Interface

1. Introduction to Medici Grade Roster Web Interface

This document provides a step-by-step guide for academic staff responsible for the entry of results via the Medici web interface.

The Medici Web interface allows results to be saved to the Medici database via the web, eliminating the need to have special software installed on personal computers. The minimum software requirement is a web browser that is able to access the University's website. Only the final semester grade is recorded in the Medici Grade Rosters. Academic staff needs to continue to keep a record of ongoing assessment grades throughout the semester.

Offshore academic staff will need to apply for a Medici web interface by contacting Lianne Gore (lianne.gore@unisa.edu.au). If you require assistance with your results entry please contact the course coordinator.

2. Logging On to Medici Grade Roster

Access to login to the Medici web interface for instructors is available through a link on the Teaching and Research Education page on the University website.

To log on to Medici web interface, a username and password will be allocated to you by UniSA.

If you require assistance with access and results entries contact Lianne Gore (lianne.gore@unisa.edu.au).

Step 1

Go to <https://www.applications.unisa.edu.au/resultsentry/login.asp>

Step 2

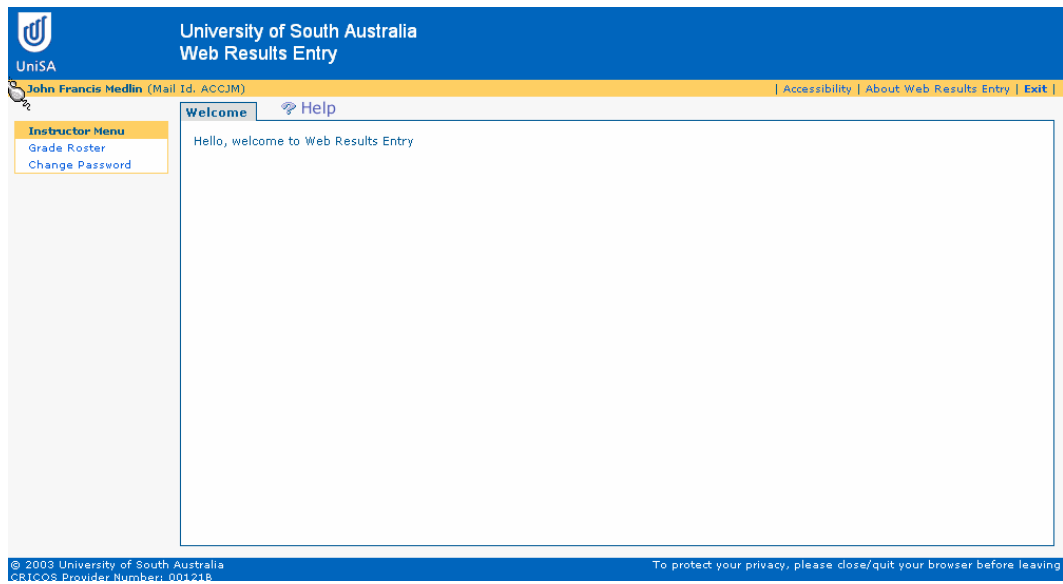
Enter UniSA network username and password

Enter your username and password into the space provided and click on the login button to access the Medici Web for Instructors.

Web link: <https://www.applications.unisa.edu.au/resultsentry/login.asp>



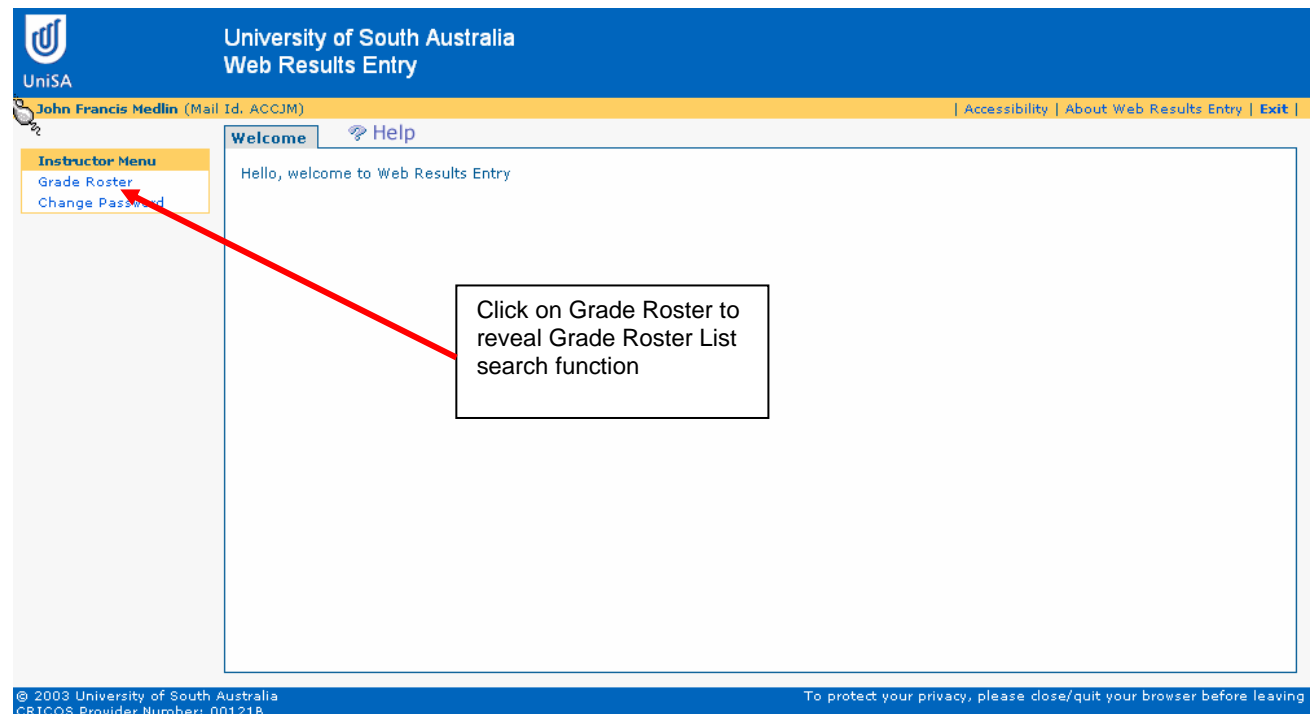
This will display the Medici welcome page for instructors.



3. Accessing Grade Rosters

Step 1

Click on the word Grade Roster to display the search options through the Grade Roster List.

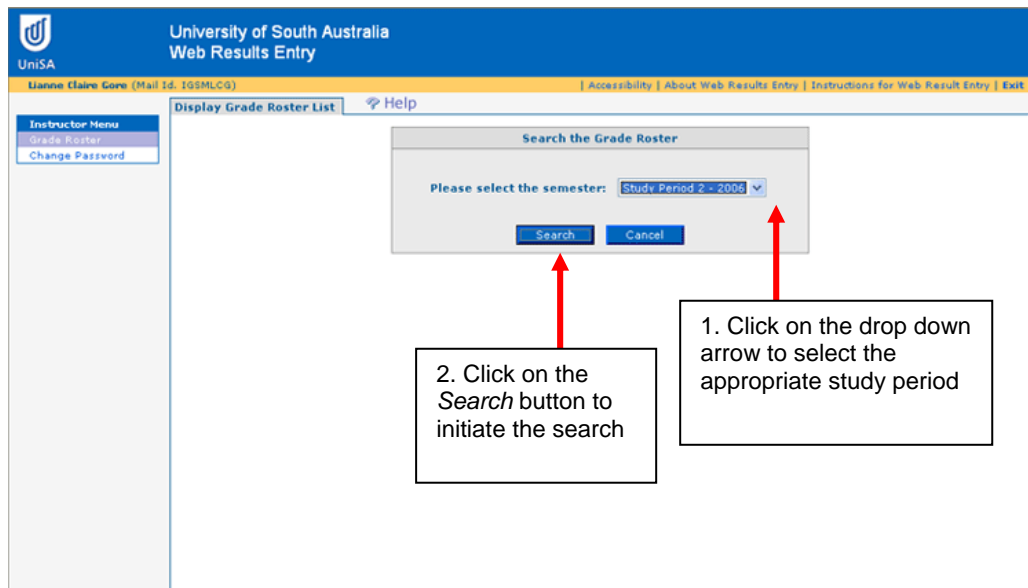


The Grade Roster list allows the user to search for the Grade Roster by the study period in which the class is offered as shown in the second panel. The study period your course is attached to will have been supplied to you on the student class list.

Step 2

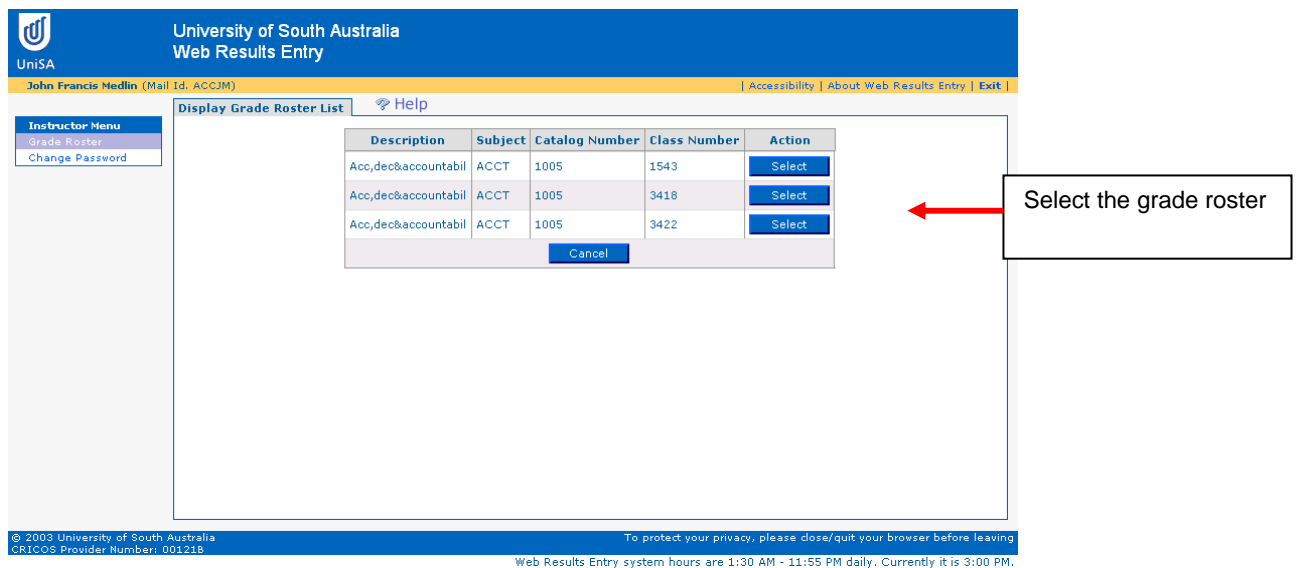
Search for your Grade Roster by selecting the study period in which the class is scheduled. Then click on the *Search* button to initiate the search and display the grade rosters which are available to access in the study period selected.

*Note using the return key on your keyboard will not execute the search; **you must click on the Select button.***



Step 3

Find the grade roster for which results are to be entered and click on *Select* in the *Action* column. Please note that your Class Number will be recorded on the excel classlist you were given at the commencement of the course.



If the class you expected to have access to is not displayed on this screen please contact Lianne Gore (lianne.gore@unisa.edu.au).

Step 4

Open the Grade Roster for the class you want to enter results - click on the *Select* button for that class.

The Grade Roster details all students enrolled in the selected class.

4. Entering Results

Step 1

Enter the recommended result (a mark from 0-100 should be entered) for the entire study period in the Grade Input box alongside each student.

Process Grade Roster - View

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Class Number	Subject	Catalog Number	Description	Class Section
1357	BEHL	5007	Integrative Stud M	41
Term	Session	Grade Roster Type	Approval Status	Grading Status
Semester 3 - 2003/2004	004	Final Grade	Not Reviewed	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
100012794	Aloysuis Dom, Gloria	Postgraduate	<input type="text" value="1"/>	F2	Graded	Pending
100012822	Ang, Chew Peng	Postgraduate	<input type="text" value="2"/>	F2	Graded	Pending
100012836	Ang, Poi Chi Sebastian	Postgraduate	<input type="text" value="3"/>	F2	Graded	Pending
100012839	Cheong, Poh Sum Timothy	Postgraduate	<input type="text" value="4"/>	F2	Graded	Pending
100012823	Choo, Wah	Postgraduate	<input type="text" value="5"/>	F2	Graded	Pending
100012876	Chua, Hwee Kee Irene	Postgraduate	<input type="text" value="6"/>	F2	Graded	Pending

Enter recommended semester marks in the boxes provided

Entering any results other than those recommended will cause an error message to be generated and any entered results cannot be saved until the error is resolved.

A space in a results entry field will cause an error message to be generated.

The corresponding grade for a mark is automatically generated when you save the Grade Roster.

The Grade Roster can also be printed by selecting the Print option from your browser menu.

X Notation

Students who have had a Deferred or Supplementary Exam approved will have an **X** **Notation** recorded in the Grade Input box.

Add the required mark the student has received so far before the X e.g. **41X**.

Please do not leave the grade roster as just an X or remove the X notation as this will affect the student's academic records and impact on other administrative processes such as Academic Review.

University of South Australia
Web Results Entry

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Process Grade Roster Help

Process Grade Roster - View

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Class Number	Subject	Catalog Number	Description	Class Section
20679	WEAVE	1010	Basket Weaving	01LD
Term	Session	Grade Roster Type	Approval Status	Grading Status
Study Period 2 - 2006	1	Final Grade	Not Reviewed	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
103000000	Doe, John	Undergraduate	X		Graded	Pending

Step 2

To save the recommended results that have been entered, click on **Save** at the end of the Grade Roster. This will save all entered results and convert the mark to a grade.

Clicking on **Search** will return you to the search screen (refer Accessing Grade Roster – Step 1).

	O'Connor,	Undergraduate	82		Graded	Pending
	Osborne,	Undergraduate	61		Graded	Pending

Save Search

Found 143 students. Page 5 of 8.

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To save the Grade Roster click on **Save**

5. Grade Roster Approval Status

There are three options to save the grade roster approval status, *Not Reviewed*, *Ready for Review* and *Approved*. Please save the grades as *Ready for Review*.

Ready for Review

All results must be entered and the Grade Roster saved as *Ready for Review* and the marks converted to a grade before it can be saved as *Approved* by UniSA.

Click on the Approval Status drop down box and select *Ready for Review* and save.

Once the status has been saved as *Ready for Review* the grade boxes are no longer accessible to enter or amend marks.

The screenshot shows the 'Process Grade Roster - View' interface. At the top, a box indicates 'Approval Status is set at Ready for Review'. Below this, a table displays class details. A red arrow points from the 'Approval Status' dropdown menu to the 'Ready for Review' selection. Another red arrow points from a 'Grade Input' box to a 'Mark is converted to a grade' box. A third red arrow points from a 'Grade boxes are not accessible and grade entry is no longer allowed' box to the 'Grade Input' column.

Class Number	Subject	Catalog Number	Description	Class Section
1357	BEHL	5007	Integrative Stud M	41
Term	Session	Grade Roster Type	Approval Status	Grading Status
Semester 3 - 2003/2004	004	Final Grade	Ready for Review	Grade Input Allowed

ID	Name	Career	Grade Input	Official Grade	Grade Basis	Grade Status
10001		Postgraduate	1	F2	Graded	Pending
10002		Postgraduate	2	F2	Graded	Pending
10003		Postgraduate	3	F2	Graded	Pending
10004		Postgraduate	4	F2	Graded	Pending
10005		Postgraduate	5	F2	Graded	Pending
10006		Postgraduate	6	F2	Graded	Pending

6. Logging Out

It is extremely important that you log out of the Medici Web interface when you have finished entering and saving results. Not doing so could jeopardise the security of the grade entry process.

The screenshot shows the top navigation bar of the Medici Web interface. A red arrow points from a box labeled 'Select Exit at the far right of the menu at the top of the screen' to the 'Exit' button in the navigation bar.

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